

## Minutes of the Open Spaces Committee

held in the Council Chamber, Emersons Green Town Council

1900hrs on Tuesday 5<sup>th</sup> of September 2023

**Present:** Councillors Bobbie Sunderland (Chair), Simon Budd (Deputy Chair), and Graham Hutter.

**Absent:** Councillor Alka Mehta-Graham.

**In attendance:** Committee Clerk, Richard Hull and Deputy Clerk, Jane Wray.

**Apologies:** None.

**Public:** None.

**Notes:** The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

### OS\_2023.021 Welcome and Introductions.

**Minutes:** Cllr Bobbie Sunderland welcomed everyone present at the meeting and explained the emergency procedures.

### OS\_2023.022 Election.

**Minutes:** A single nomination was received for Cllr Bobbie Sunderland to be elected as Chairman for the remainder of the municipal year.

**Motion:** It was moved by Cllr Simon Budd, supported by Cllr Graham Hutter, and resolved that;

**Resolved:** Cllr Bobbie Sunderland be the Chairman of the Open Spaces Committee for the remainder of the municipal year.

### OS\_2023.023 Election.

**Minutes:** A single nomination was received for Cllr Simon Budd to be elected as Deputy Chairman for the remainder of the municipal year.

- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;
- Resolved:** Cllr Simon Budd be the Deputy Chairman of the Open Spaces Committee for the remainder of the municipal year.
- OS\_2023.024 Declaration of interest – Localism Act 2011.**
- Minutes:** Cllr Bobbie Sunderland reminded members of the requirement to declare an interest.
- OS\_2023.025 To receive representations from the press and public.**
- Minutes:** No members of the press or public were present.
- OS\_2023.026 Minutes.**
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that;
- Resolved:** The *Minutes of the Open Spaces Committee meeting held on the 4<sup>th</sup> of July 2023*, copies having been circulated, be approved as a correct record and signed by the Chairman.
- Minutes:** The minutes were signed at the meeting by Cllr Bobbie Sunderland.
- OS\_2023.027 Outstanding items.**
- Minutes:** At the invitation of the Chairman, the Committee Clerk delivered a summary of the work undertaken as a result of the resolutions and action points from the previous meetings. Details can be found in the *Committee Clerk’s Report* at Annex A.
- OS\_2023.028 Correspondence.**
- Item 1:** An email from an allotment tenant about dogs at the allotments.
- Minutes:** During the discussion, the members considered adding the following wording to the email to all tenants prepared by the Committee Clerk “In addition, dogs must be kept under close control on your plot.”
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that;
- Resolved:** The Open Spaces Committee approves the amended reply email, copy having been circulated.

- Item 2:** Emails from an allotment tenant about grass cutting at the allotments.
- Minutes:** The members reviewed the email prepared by the Committee Clerk.
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;
- Resolved:** The Open Spaces Committee approves the reply emails, copies having been circulated.
- Item 3:** Emails from a resident about an oak tree in Green Lane.
- Minutes:** The members reviewed the emails prepared by the Committee Clerk.
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that;
- Resolved:** The Open Spaces Committee approves the reply email, copies having been circulated.
- OS\_2023.029 Gates in Green Lane.**
- Minutes:** Cllr Bobbie Sunderland explained the proposal for the Friends of Emersons Green Park to install two lockable gates in Green Lane.
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;
- Resolved:** The Open Spaces Committee accepts the proposal from the Friends of Emersons Green Park to install two lockable gates in Green Lane, documents having been circulated.
- OS\_2023.030 Clearance of Vinney Green Pond.**
- Minutes:** At the invitation of Cllr Bobbie Sunderland the Committee Clerk gave some background about the work that Aquaflora Landscapes had previously done for the annual clearance of the pond.
- Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;
- Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk to commission the annual clearance of Vinney Green pond, example documents having been circulated.

**OS\_2023.031 Water troughs at the allotments.**

**Minutes:** Cllr Bobbie Sunderland explained her proposal to install three additional water troughs at Dibden Lane allotments.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that;

**Resolved:** The Open Spaces Committee nominates a working group to investigate the costs of installing three additional water troughs at Dibden Lane Allotments, documents having been circulated.

**Action:** Cllrs Bobbie Sunderland and Simon Budd volunteered to be the working group. The Committee Clerk will send them contact details of the plumber who install two troughs at the allotments earlier this year.

**OS\_2023.032 Allotment Car Park.**

**Minutes:** The members noted the two quotes for renewing the car park at Dibden Lane allotments.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;

**Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk to investigate options for resurfacing and drainage for the car park and to report back to the Committee.

**OS\_2023.033 Allotment Tenancy Agreement.**

**Minutes:** Cllr Bobbie Sunderland explained the background to the proposed changes to allotment tenancy agreement. The members reviewed the documents *Draft Allotment Tenancy Agreement v 2 September* and *Draft Allotment Advice and Guidance September 2023r*.

**Action:** The Open Spaces Committee Clerk to proofread the documents and correct any typographical errors. In advance of introducing the documents the Committee Clerk will send copies to the allotment tenants.

**OS\_2023.034 Bench at Emersons Green Common.**

**Minutes:** Cllr Bobbie Sunderland explained that the “Emersons Green Common” sign that was installed last year obstructs the view of the common when people sit on the bench.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;

**Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk to relocate the bench on Emersons Green Common, documents having been circulated.

**OS\_2023.035 Notice Boards.**

**Minutes:** Members noted the existing location of the notice boards.

**Action:** Cllrs Bobbie Sunderland and Simon Budd volunteered to review the existing locations of the notice boards, to review possible locations for additional boards, and to report to the committee.

**Minutes:** Cllr Bobbie Sunderland explained her proposal to install two notice boards in Emersons Green Park.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;

**Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk to commission the installation of two notice boards, documents having been circulated.

**OS\_2023.036 Emerson Way Planters.**

**Minutes:** Cllr Bobbie Sunderland explained a proposal for the Friends of Emersons Green Park to improve the planters on Emerson Way.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that;

**Resolved:** The Open Spaces Committee commissions the Friends of Emersons Green Park to improve the planters on Emerson Way for the autumn with a budget of £200, documents having been circulated.

**OS\_2023.037 To consider improving the tarmac area at Springfield Park.**

**Minutes:** Cllr Simon Budd explained that the area had not been used for about a decade and that South Gloucestershire Council had told him that they do not have any funds for the area. Then members considered various possibilities for the area.

**Action:** Cllr Simon Budd agreed to arrange a site visit for the committee members and to bring back to the Committee for consideration.

**OS\_2023.038 Dates and timings.**

**Minutes:** Cllr Bobbie Sunderland announced that the next meeting of the Open Spaces Committee was scheduled to take place:

**Tuesday the 7<sup>th</sup> of November at 1900hrs in the Emersons Green Town Council Chamber.**

Finally, Cllr Bobbie Sunderland concluded the formal business of the meeting at 2039hrs, and announced that an informal 'roundtable' discussion would take place afterward.